

# Invitation to Tender

## Design and Print 2009 - 2011

### Healing Through Remembering



<b>Status:</b>	Task specific contract
<b>Location:</b>	Design and print work for a Belfast-based organisation working across Northern Ireland and the Border Region of the Republic of Ireland
<b>Closing date:</b>	27 <sup>th</sup> July 2009
<b>Duration:</b>	August 2009 to December 2011

## 1.1 Introduction

This brief sets out the background, general requirements and sample specifications for the preparation of a Design and Print Tender for Healing Through Remembering over the next two and a half years.

## 1.2 Project background

The Healing Through Remembering Project (HTR) requires Design (and print management) services for its Special European Union Programmes Body (SEUPB) funded project 'Whatever you say, say something' (WUSSS). This project is due to run until December 2011.

The appointed organisation will work under the instruction of the Board of Healing Through Remembering. Management of the work and liaison will be with the Project Director.

During the period July/August 2009 to end December 2011, HTR will be producing a wide range of training materials, a number of substantial reports and assorted publicity materials.

## 1.3 Project activity

The successful organisation will assist the organisation in designing, printing and publishing a range of reports, training materials, conference documentation and publicity materials. The successful organisation will;

- Support the Project Director in relation to the design and preparation of documents and materials
- Liaise with printing companies and secure competitive rates
- Liaise with other project staff as appropriate
- Maintain an effective record of work undertaken and feedback for all relevant information to Healing Through Remembering.



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A project supported by the PEACE III Programme and managed for the Special EU Programmes Body by the Community Relations Council/Pobal Consortium.

The successful company will be required to work on a variety of documents during the project's lifetime. These are likely to include major reports (six), training materials, document holders, postcards and other similar publicity materials as well as letterheads and compliments slips.

## **2.1 Organisational Needs**

This tender does not provide an exhaustive list of the design and printing needs of the organisation over the relevant period to end 2011. These requirements will vary: the number of pages, the choice of colours as well as the use and extent of photographic inserts are some examples of the areas in which specific document requirements will change significantly according to each new project. In addition, some project requirements will become fully apparent only at a point much closer in time to their date of production.

As a consequence of the above, HTR is not currently seeking a cost quotation for work on a case-by-case basis. Instead, you will find an appendix at the end of this document with three separate specifications for jobs considered to be broadly representative of the majority of the organisation's design and print needs over the period July/August 2009 to end December 2011. You are required to base your cost quotations on these three specifications (whilst also addressing the General and Specific Requirements of the tender.)

## **2.2 General Requirements**

The proposal must represent value for money and be appropriate to the needs of HTR.

The successful tender must demonstrate experience in the following areas;

1. Experience of working with the voluntary sector
2. Skills and abilities in producing materials that generate appropriate public interest
3. Experience of dealing with the difficult issues relating to the conflict in and about Northern Ireland
4. An understanding of the work of Healing Through Remembering.

## **2.3 Specific Requirements**

In addition to the above, the successful tender must demonstrate the following;

1. Skills and experience in the design, formatting and layout of reports, training materials, conference documentation and publicity materials.

2. Direct experience of managing printing companies including all technical aspects of the printing and publication process.
3. In particular, the successful bid must demonstrate the ability to source and secure competitive quotations for the costs of printing if an outside agent is to be used.

Please note that HTR will require that the successful designer complete each individual job by a set deadline. Where that deadline is not met, no payment will be made.

In addition, failure to meet a satisfactory standard of work (including meeting deadlines) throughout the lifetime of the project tender may result in the termination of the commission. HTR reserves the right to rescind tender agreements without further recourse in instances where work fails to meet the standard required by this tender.

All materials commissioned remain the property of HTR at all times

### **3. Summary**

The successful tender will be awarded on the basis of ability to meet Healing Through Remembering's service requirements within the timeframe and budget allocation.

Your completed tender should include the following;

- i) A brief outline of your approach to this piece of work
- ii) Details of required inputs from HTR, including process and timetable for an illustrative piece of work
- iii) Details of the individual with overall responsibility for the project as well as, where relevant, any specific team members and their relevant experience
- iv) Your response to the criteria detailed under 'General Requirements' above, explaining clearly how you meet the criterion in each instance.
- v) Your response to the criteria detailed under 'Specific Requirements' above, explaining clearly how you meet the criterion in each instance.
- vi) A quote for each of the three representative specifications attached to cover the design and print costs in each case.
- vii) Details regarding availability, including approximate turnaround times for each of the representative specifications attached.

Completed tenders should be arranged according to these section headings.  
(i.e., 3.i to 3.vii above)

#### **4. Submission of Tenders**

Completed tenders (as per Section 3 above) may be delivered by post or email.

If posting, please mark the words "Design & Print Tender" on the front of the envelope.

Please post to:

**Healing Through Remembering  
Alexander House  
17a Ormeau Avenue  
Belfast BT2 8HD**

If emailing, please insert the same wording into the subject heading of the email. Please email to: [claire@healingthroughremembering.org](mailto:claire@healingthroughremembering.org)

Completed tenders may also be delivered by hand to the same address as for postal submissions.

Interested parties must respond before the deadline at 5pm on Monday 27th July 2009.

If you wish, you may telephone our office to confirm that your submission has been received. Telephone: 028 9023 8844

## **Appendix**

### **Illustrative Specifications for Tendering Purposes**

As stated in the main body of this Invitation to Tender, it is neither possible nor appropriate for Healing Through Remembering (HTR) to attempt to detail all of the specific pieces of design and print work that will be required throughout the life of the Special European Union Programmes Body (SEUPB) funded project 'Whatever you say, say something' (WUSSS).

To follow, however, are three illustrative specifications likely to be typical of or similar to a majority of the work to be commissioned during the project.

#### ***Specification 1***

Design and artwork for A4 report (Front cover design and inside layout)  
4 page cover and 18 pages of text  
Printing A4 colour throughout  
Cover to 300 gsm silk and text to 150 gsm silk  
Traditional wire stitched  
Printed on environmentally friendly paper stock  
No images to be inserted  
Obtain quotes for 2000, 3000, and 5000 copies.

#### ***Specification 2***

Additions to our training manual for dealing with the past.  
To fit into an existing 4-hole ring binder –

- 1-hole punched 297 x 225mm with tab 75mm deep 300 gsm
- 3-hole punched sub dividers 297 x 220mm tab 50mm deep 300 gsm
- 10 text leaves (inserts) A4 hole punched 250 gsm

Content of these inserts will be mainly textual, photos will be provided.  
Icons will be required to represent different activities used throughout the document.

Text will be provided as Word document.

Price to include printing 100 copies.

#### ***Specification 3***

A4 size leaflet delivered folded into 1/3<sup>rd</sup>.  
To create leaflet which would include choice of visuals  
Text to be supplied in Word document  
170gsm White Matt Art  
Printed on environmentally friendly paper stock  
Colour throughout  
Provide printers' quotes for 2000, 3000, and 5000 copies.

